



***The Commonwealth of Massachusetts***  
***Division of Professional Licensure***  
***Board of***  
***ARCHITECTS***

***RENEWAL AND LICENSURE INFORMATION***

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Continuing Education Units (CEUs) are now in effect for Massachusetts. Pursuant to 231 CMR 3.06, CEUs must be completed between September 1, 2004 and August 31, 2005.

Indicate any name or address change in the location provided on the renewal form. Please note that the address printed on your license is a PUBLIC RECORD and is freely available to anyone who contacts the Board. If you are using a home address, you may wish to change it to an office address. All changes must be made in writing, either on the renewal form itself, under separate cover or via the Board's Web site at [www.mass.gov/reg/boards/ar](http://www.mass.gov/reg/boards/ar).

Pursuant to MGL c. 62C, s. 47A, the Board is required to obtain your social security number and forward it to the Massachusetts Department of Revenue for verification of compliance with the tax and child support laws of the Commonwealth.

**RENEWAL FEE INFORMATION:**

**LATE FEE:** If your completed renewal application and payment is not received by your renewal date (NOT the post-marked date), your license will expire. You must cease practice and you will be required to pay a late fee in order to renew.

Your license expires August 31 of each year. Chapter 112 of the Massachusetts General Laws allows for a 60-day grace period before an additional late fee is required.

**UNLICENSED PRACTICE:** You may not practice with an expired license. A licensee who practices with an expired license may be subject to formal discipline. A licensee who practices with a license that has been expired for more than 90 days may be subject to civil administrative penalties of up to \$2,500.

**ALL RENEWAL FEES ARE NON-REFUNDABLE.**

Copies of 231 CMR and MGL c. 112 may be obtained at the State House Bookstore by calling (617) 727-2835 or via the Board Web site at [www.mass.gov/reg/boards/ar](http://www.mass.gov/reg/boards/ar).